

COLLECTION PROCEDURES AND MEAL ACCOUNTABILITY SYSTEM

AccuClaim regulations state that claims for reimbursement must be based on daily counts at the ***POINT OF SERVICE*** which identify the number of free, reduced-price and full-price reimbursable meals served.

Point of service is defined as that point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or full-price meal has been served to an eligible child.

The collection procedure used must reflect an accurate categorical count at the point of service of reimbursable meals served to students. Any collection procedure must have a built-in accounting system to record the number of free, reduced-price and full-price meals served daily.

In addition, SFA officials must ensure that there is no overt identification of recipients of free and reduced-price meals when collecting payments, distributing tickets, as well as in the serving line.

NOTE: IF DIFFERENT COLLECTION PROCEDURES ARE USED AT DIFFERENT SCHOOL BUILDINGS OR IF ANOTHER COLLECTION PROCEDURE IS USED FOR BREAKFAST OR SNACKS, INDICATE WHICH SCHOOL IN YOUR SYSTEM USES WHICH METHOD AND AT WHAT MEAL SERVICE.

SUGGESTED CODING METHODS:

- Names. Tickets may have the child's name on them and can later be compared to a checklist.
- Date stamp. Tickets may have the date stamped on them in different spots. For instance, tickets with the date stamped on the top third may be full-price, tickets stamped the middle third are free, and tickets stamped on the bottom are reduced-price.
- A broken line on the top corner of a ticket may indicate it is a free ticket; a broken line on the bottom corner could indicate a reduced price. A closed line around the ticket may indicate a full-price meal.
- Number coding. Free meal tickets may all have a four-digit number, reduced-price tickets have a five-digit number and full-price tickets have a six-digit number.
- Number coding by series. Numbers 1 through 1999 may be free meal tickets, numbers 2000 through 3900 may be reduced-price tickets and numbers 4000 through 5900 may be full-price tickets.

UNACCEPTABLE CODING METHODS:

- Color coding—with a different color ticket representing all free meal tickets, reduced-price tickets and full-price tickets, respectively.
- Letter coding—with a single letter on the ticket representing all free meal tickets, reduced-price tickets and full price tickets, respectively.
- Single number coding—with a single number on the ticket representing all free meal tickets, reduced-price tickets and full-price tickets, respectively.

DETAILED COLLECTION PROCEDURES

NOTE: PLEASE REMEMBER THAT IF DIFFERENT COLLECTION PROCEDURES ARE USED AT DIFFERENT SCHOOL BUILDINGS OR IF ANOTHER COLLECTION PROCEDURE IS USED FOR BREAKFAST OR SNACKS, EACH PROCEDURE MUST BE DETAILED. ATTACH ADDITIONAL PAGES AS NECESSARY

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Your detailed collection procedure must indicate all of the following:

1. ***WHERE*** are collections made (e.g., office, cafeteria, homeroom, etc.)?
2. ***WHEN*** are collections made (e.g., before school, on Monday, whenever the student has free time, etc.)?
3. ***HOW*** are collections made (e.g., at random, children called by name individually, etc.)?
4. ***WHAT*** method is used to accurately account for the number of reimbursable meals served by category (e.g., coded tickets, categorized list of all children, etc.)? ***ATTACH SAMPLES OF CODED TICKETS, IF APPLICABLE, FOR EACH CATEGORY.***

ACCUCLAIM REQUIREMENTS:

Where do you determine the accurate number of reimbursable meals served by the categories of free, reduced-price, or full-price?

☐

Beginning of line

☐

End of line

☐

Office, Please explain: _____

How do you determine that a meal served and claimed for reimbursement met minimum meal pattern requirements?

If you have more than one eating site, list the TITLE(S) of the person(s) responsible for conducting on-site reviews:
